

## **CHAPTER 12**

### **HAZARD ABATEMENT PROGRAM**

#### **1201. Discussion**

a. The Navy incurs significant costs every year as a result of injuries, illnesses and property damage resulting from workplace hazards. Therefore, it is essential that the Navy develop and maintain programs to eliminate or control all identified hazards in a systematic manner.

b. Navy activities shall utilize the policy guidance discussed in this chapter to develop occupational safety and health (OSH) hazard abatement (HA) programs. These programs place the primary responsibility for corrective action upon shore commanders, with assistance, as required, from higher level commands.

c. Exclusions. Guidance contained here does not apply to:

(1) Government-owned contractor-operated (GOCO) facilities. Policy for these facilities is set forth in the Federal Acquisition Regulations (FAR).

(2) The correction of deficiencies associated with design or operation of uniquely military workplaces (such as weapon systems), aircraft engineering change proposals to improve safety of flight or ship alterations to improve fire protection or damage control

(3) Deficiencies involving other Department of Defense (DoD) components or other Federal agencies. Correction of deficiencies that are the responsibility of another DoD component, Federal agency or private organization shall be brought to the attention of the appropriate party for corrective action. The Federal Property Management Regulations (reference 12-1) describes procedures to follow with the General Services Administration (GSA). Executive Order (EO) 12196 makes the GSA responsible for abating hazardous conditions in GSA leased facilities. Commands shall refer problems that cannot be resolved to Deputy Under Secretary of Defense (Environmental Security) (DUSD (ES)) through the appropriate chain of command.

#### **1202. Hazard Abatement Processing and Tracking**

Hazards can be identified through annual inspections, industrial hygiene surveys, employee hazard reports and other inspections. Regardless of the hazard identification method, activities shall process the hazard as follows:

a. Risk Assessment. The activity OSH office shall assign each identified/validated hazard, that cannot be corrected immediately, a risk assessment code (RAC). The RAC represents the degree of risk associated with the hazard and combines the elements of hazard severity and mishap probability, taking into account potential health

effects from the hazard. Appendix 12-A provides instructions for calculating the RAC for asbestos deficiencies.

(1) Hazard Severity. The hazard severity is an assessment of the worst reasonably expected consequence, defined by degree of injury or occupational illness which is likely to occur as a result of a hazard. Activities shall assign hazard severity categories by Roman numeral according to the following criteria:

- (a) Category I - Catastrophic: The hazard may cause death.
- (b) Category II - Critical: May cause severe injury or severe occupational illness.
- (c) Category III - Marginal: May cause minor injury or minor occupational illness.
- (d) Category IV - Negligible: Probably would not affect personnel safety or health, but is, nevertheless, in violation of a Navy Occupational Safety and Health (NAVOSH) standard.

(2) Mishap Probability. The mishap probability is the probability that a hazard will result in a mishap, based on an assessment of such factors as location, exposure in terms of cycles or hours of operation and affected population. Activities shall assign a letter to mishap probability according to the following criteria:

- (a) Subcategory A - Likely to occur immediately
- (b) Subcategory B - Probably will occur in time
- (c) Subcategory C - Possible to occur in time
- (d) Subcategory D - Unlikely to occur.

(3) Risk Assessment Code. The RAC is an expression of risk which combines the elements of hazard severity and mishap probability. Using the matrix shown below, the RAC is expressed as a single Arabic number that can be used to help determine HA priorities.

		<u>Mishap Probability</u>			
<u>Hazard Severity</u>		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
I		1	1	2	3
II		1	2	3	4

III	2	3	4	5
IV	3	4	5	5

RAC

- 1 - Critical
- 2 - Serious
- 3 - Moderate
- 4 - Minor
- 5 - Negligible

b. NAVOSH Deficiency Notice. The activity OSH office shall describe workplace hazards with a RAC of 1, 2, or 3 that cannot be corrected immediately, in Section A of a NAVOSH Deficiency Notice, OPNAV 5100/12, (see appendix 9-B). The OSH office shall forward a copy of the notice to the official in charge of the operation where the hazard exists. The workplace supervisor shall post a copy of the notice in the area of the hazard until the hazard has been corrected. The OSH office shall update the posted notice, as necessary, to accurately reflect the status of the abatement action and required interim controls.

**NOTES:**

1. Activities may distribute and post a computer-generated form that includes all the information required by OPNAV 5100/12.
2. The activity OSH office shall transcribe RAC 1, 2 and 3 hazards reported by higher echelon OSH personnel (Oversight Inspections and Command Inspections) or the Occupational Safety and Health Administration (OSHA) to NAVOSH Deficiency Notices. The activity OSH office may also use the notices for documenting the correction of RAC 4 and 5 hazards as deemed appropriate,

The official in charge of the operation shall take prompt action to correct the hazard and within 30 days of the date of the notice, he/she shall complete Section B of the NAVOSH Deficiency Notice and return a copy to the activity OSH office. Activities shall implement interim protective measures pending permanent abatement and list interim corrections on the notice. The notice shall also indicate the status of the hazard including whether or not the hazard has been corrected and specific abatement action taken.

c. Abatement Plans. Activities shall record hazards assigned RACs 1, 2, or 3 that require more than 30 days for correction in a formal HA plan. This plan shall include the following standard data for each hazard (or logical grouping of similar hazards):

- (1) Dates of hazard identification
- (2) Location of the hazard(s)

- (3) Description of the hazard(s) including reference to applicable standards
- (4) Calculated RAC or estimated RAC (with hazard severity, probability of single occurrence and annual personnel exposure cited separately)
- (5) Interim control measures in effect
- (6) Description of the abatement action, including estimated cost and completion date
- (7) Abatement priority (see section 1205)
- (8) Close-out statement, indicating: completed abatement action and cost, with date of completed action; or process discontinued or worksite vacated. A computerized file is acceptable, vice the hard copy, as long as it contains—all of the required close-out information. The OSH office shall make the HA plan available for review locally by recognized employee organizations, where applicable.

**NOTE:**

Activities may use a file of NAVOSH Deficiency Notices, appropriately completed, as the abatement plan. Activities with fewer than 50 annual deficiencies or projects that will take more than 30 days to correct, may use this approach. Activities with more than 50 deficiencies or projects annually that will take more than 30 days to correct shall develop a formal HA Plan and establish priorities for each project listed.

**1203. Interim Controls**

Activities may be unable to immediately abate deficiencies under normal working conditions, and some hazards may require temporary deviation from NAVOSH standards. Therefore, activities shall establish appropriate interim controls as soon as they identify the deficiency. OSH Offices shall document such controls on the NAVOSH Deficiency Notice per appendix 9-B. The OSH office shall review and approve interim protective measures in effect for more than 30 days and revise, as appropriate.

**1204. Hazard Abatement Project Development**

The identification of a hazardous condition and the development of a deficiency abatement project require the close cooperation of the activity's facilities management and OSH personnel. Shore activities can obtain specific engineering assistance from the cognizant Naval Facilities Engineering Command (COMNAVFACENGCOM) Engineering Field Division or Activity (EFD/A) via an Engineering Service Request. The proposed project should fully correct the hazard in the most effective manner.

a. Local Funding. Navy programming and budget directives (e.g., Navy Comptroller (NAVCOMPT) Manual) provide general guidance for preparation and submission of budgets, via the chain of command. Activity budgets shall include items for correction of OSH deficiencies within the local commanding officer's funding authority.

b. Centrally Managed NAVOSH Funding. Activities shall submit projects to correct hazards that are beyond the funding capability of the local commander. Activities shall submit projects to COMNAVFACENGCOM and their major claimant in coordination with their facilities manager and/or Regional Engineer utilizing the web-based Hazard Abatement Program.

(1) Project Acceptance Criteria. To be considered for central funding, projects must meet the following criteria:

(a) Since Operation and Maintenance, Navy (O&M, N) funds will be used for minor construction, repair and construction/procurement of installed equipment as defined in reference 12-2.

1. Funds must be for non-Navy Working Capital Fund (non-NWCF) activities only.

2. Ranges for centrally managed HA funds are as follows:

a. Minor construction: \$100,000 to \$1,000,000

**NOTE:**

Minor construction with O&M, N funds is typically limited to \$300,000 but the National Defense Authorization Act for fiscal year 1996, P.L. 105-106, section 2811 amended title 10, U.S.C., section 2805 (c) to allow use of O&M, N funds for construction costs up to \$1,000,000 for projects "intended solely to correct a deficiency that is life-threatening, health threatening, or safety threatening."

b. Repair: \$100,000 to \$1,000,000.

c. Ergonomics: equal to or more than \$10,000.

(b) Activities may only submit projects correcting deficiencies with a RAC of 1, 2, or 3.

(c) Projects must be for the protection of safety and health vice protection of property. For example, installation of fire alarms, emergency egress, and other life safety projects for the emergency evacuation of personnel is acceptable. Activities may not submit the installation of sprinkler systems to protect property.

(d) HA funds will pay for asbestos projects only if the asbestos is friable, accessible and damaged or the asbestos is in a location where it is subject to frequent damage even though immediately repaired by emergency actions.

(e) Activities can submit upgrading projects if they are to alleviate severe hazardous conditions. For example, projects that provide guardrails where none exist may be submitted. Projects to raise guardrails from 38 to 42 inches to meet NAVOSH standards would not be considered as correcting severe hazards.

(2) Unauthorized Projects. Projects which normally do not qualify for central HA funding include the following:

(a) Projects that are clearly due to the lack of maintenance or repair or have been expanded beyond NAVOSH scope to include such elements. Activities shall fund the abatement of hazards developed due to wear and tear of facilities and equipment from appropriate activity or claimant funds,

(b) Projects involving facilities owned (On Plant Property Accounts) by Navy Working Capital Fund (NWCF) activities

(c) Projects for environmental cleanup, compliance or protection

(d) Projects to provide accommodation for the handicapped. These are covered under other programs.

(e) Projects for U.S. Marine Corps facilities

(f) Projects for government- owned, contractor-operated (GOCO) facilities.

(g) Projects for purchase of ergonomic furniture

(3) Project Submissions

(a) Activity OSH offices shall request projects via the internet using the on line HA database. Instructions for using the on line database will be issued by NAVFACENGCOM via the major claimants. The worksheet in appendix 12-B can be used to collect the necessary information prior to going on line but this form is NOT to be submitted as a project request.

(b) Prior to submitting an application, OSH offices shall consult with both the Echelon Two OSH director and the facilities manager. They shall coordinate the submission of projects with local activity facilities managers, but submission is, nonetheless, the responsibility of the OSH manager. The OSH manager shall consult with facilities personnel to determine such issues as existing construction, repair or demoli-

tion plans that would abate the hazard as well as the replacement cost of the facility in question.

(c) In their project requests, OSH managers shall fully describe and document the problem and provide all information necessary for prioritization. They shall show a clear violation of NAVOSH standards in their project descriptions and cite the standards violated.

#### **1205. Prioritization of Hazard Abatement Projects**

In any given year, the backlog of deficiencies may exceed the funds available for NAVOSH projects. It is, therefore, necessary that the Navy have a consistent and systematic methodology for the prioritization of these projects. In order to ensure that projects of highest importance receive first consideration, the Navy prioritizes projects as follows:

a. Locally Funded Projects. Activity OSH offices shall prioritize projects that do not meet the criteria for centrally managed funding under the NAVOSH HA program based on the RAC assigned to each identified hazard. See section 1202a for RACs. If several projects for correction of hazards with identical RACs exist, the activity OSH office shall assign priorities based on the number of persons potentially exposed to the hazard and the total cost. All public works center (PWC) commanding officers and activity facility engineers shall ensure that health and safety projects receive full consideration and are appropriately prioritized for execution with other local activity special projects.

b. Centrally Funded Projects. COMNAVFAENGCOM shall assign an abatement priority number (APN) per reference 12-3 for all proposed NAVOSH HA projects submitted. The APN which comprises the RAC and cost effectiveness index will be used in determining abatement priorities.

#### **1206. Responsibilities**

a. Shore activity commanding officers shall:

(1) Identify and correct hazards and maintain a current HA Plan with priorities established for each project listed. If the HA plan is maintained by the regional OSH office, it shall be done in such a manner that specific activity information (or plan) is readily available.

(2) Forward projects via the prescribed submission chain for hazards that cannot be corrected through local resources.

(3) Review, prioritize and maintain current active projects.

b. Commander, Naval Facilities Engineering Command shall:

(1) Submit to CNO(N45), by 15 November each year, a proposed NAVOSH HA program project execution plan per section 1204.

(2) Develop, prepare and submit, via the chain of command, budget documentation for the NAVOSH HA program.

(3) Provide to CNO, major claimants, sub-claimants and activities, management information, as may be necessary, relative to the NAVOSH HA program.

(4) Provide engineering review of all NAVOSH HA projects approved by major claimants.

(5) Manage the design and construction of NAVOSH HA projects per established procedures.

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## Chapter 12

### References

12-1. Title 41 CFR 101, Federal Property Management Regulations, 1 Jul 1997

12-2. OPNAVINST 11010.20F of 7 Jun 96, Facilities Projects Manual (NOTAL)

12-3. DoD Instruction 6055.1 of 19 Aug 98, Department of Defense Safety and Occupational Health (SOH) Program (NOTAL)



**Appendix 12-A**  
**Instructions for Determining**  
**Risk Assessment Code (RAC) for Asbestos Projects**

Assign a risk assessment code (RAC) to asbestos projects using the following methodology derived from DODINST 6055.1 of 19 August 1998.

1. **Probability**: determine the number of people exposed to asbestos then determine the number of hours per week the average person is exposed. Note the letter where the row and column intersect. This is the probability.

NO. OF PEOPLE	HOURS/WEEK		
	1-8	9-40	>40
1-4	D	C	B
5-9	C	C	B
10-49	C	B	A
50 or more	B	B	A

2. **Hazard Severity**: determine the severity based either on the naval asbestos facility score (NAFS) if available in the activity's asbestos inventory or from a judgment of the condition of the asbestos involved. The resulting Roman numeral is the hazard severity. (For more information on NAFS see Naval Facilities Engineering Service Center Pub SP-2027-ENV of Sep 97, Asbestos Control Program Operations and Maintenance Plan.) (NOTAL)

	SEVERITY
NAFS=66-102 or Severely Damaged	I
NAFS=33-65 or Damaged	II

3. **Risk Assessment Code** (RAC): an expression of risk which combines the elements of hazard severity and mishap probability. Using the matrix shown below, the RAC is expressed as a single Arabic numeral that can be used to help determine hazard abatement priorities.

HAZARD SEVERITY	PROBABILITY			
	A	B	C	D
I	1	1	2	3
II	1	2	3	NA

**NOTE:** NAFS less than 33 or undamaged asbestos are not considered to be a hazard in most cases. If you believe asbestos at your activity is an exception, complete a project application form with justification.

## Appendix 12-B HAZARD ABATEMENT PROJECT REQUEST WORKSHEET

ACTIVITY NAME AND ADDRESS:	Date submitted:
	Activity UIC:
	Major claimant:

PROJECT INFORMATION				
1. Project title: <i>(Describe action to abate/eliminate the hazard)</i>				
2. Project No.	3. Estimated Cost (\$K)	4. Risk Assessment Code <i>(Circle one)</i> <div style="text-align: center;">1   2   3   —   —</div>	Probability	Severity
5. Problem:    No. of people regularly exposed to the hazard:				
6. Proposed Corrective Action:				
7. Applicable Standards/Regulations:				
8. Citations ( <i>OSHA, STATE AGENCIES, NOIU, ETC.</i> ):				
9. Interim Controls:				
10. Points Of Contact <i>(Enter All Applicable)</i> :				
<u>Function Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Internet E-mail</u>	
a. NAVOSH _____	_____	_____	_____	
b. Facilities: _____	_____	_____	_____	
c. Claimant: _____	_____	_____	_____	

OPNAV 5100/19 (8-00)

## **Instruction for Preparation of Hazard Abatement Project Request Worksheet**

This worksheet can be used to collect data for entry in the HA program on line. All Navy activities except Navy Working Capital Fund activities are eligible to apply for funding. (Marine Corps activities are not eligible since the Marine Corps has a separate OSH program).

### **CRITERIA FOR PROJECT ACCEPTANCE:**

- ◆ Projects must be for protection of personnel. Property protection projects will not be funded.
- ◆ Projects for environmental cleanup, compliance, or protection will not be funded by the HA program.
- ◆ Asbestos projects will be funded only if the asbestos is friable, accessible, and damaged.
- ◆ Government-Owned Contractor-Operated (GOCO) facilities are not eligible.

**INSTRUCTIONS:** Most data elements should be self-explanatory. Once the information is gathered use the internet accessible on line HA database to submit projects.

1. Project Title: Enter a short phrase that describes the proposed action to abate/eliminate the hazard. e.g., "Eliminate fall hazards from aircraft, hangers 1,2, and 3" or "Remove hazardous paint solvent vapors in Bldg. 5". The title should make it clear that the project is to correct a safety and/or health hazard and is not a routine maintenance project, energy conservation project, or other project not related to safety and health.
2. Project No.: Provide only if a local project has been developed. Otherwise enter "N/A". This is usually in a format such as "R2-93", or "C003-94".
3. Cost Estimate: Estimates at this stage are for budget development and need to be reasonably accurate. Any acceptable method for cost estimating may be used.
4. Risk Assessment Code (RAC), Mishap Probability, and Hazard Severity: The RAC is a single digit determined according to the instructions in Chapter 12 of OPNAVINST 5100.23F. Circle the RAC and enter the Mishap Probability and Hazard Severity. (For asbestos projects refer to Appendix 12-A: "Risk Assessment Code (RAC) for Asbestos Projects").
5. Problem Description: Enter the number of employees regularly exposed to the hazard. Briefly describe the nature of the hazard (include information about injuries, near misses, etc., related to this hazard). Include a statement of what injury or illness the hazard might cause. Include industrial hygiene data or other survey data as appropriate. The description should be understandable to the general reader.
6. Proposed Corrective Action: This paragraph should answer the question "What will the project do and how well will it correct the deficiency?" Include numbers such as "...install climbing devices on 15 ladders." It should be understandable to the general reader.

Appendix 12-B

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7. Applicable Standards: Primarily Occupational Safety and Health Administration standards but could also include National Fire Protection Assoc., American National Standards Institute, American Society of Mechanical Engineers, etc. The standard must be specific to the hazard addressed.
8. Citations (if any): Enter the agency, date and nature of citation.
9. Interim Controls: Enter controls in place to protect people until a permanent engineering fix is installed. E.g., respirators, special procedures (describe), etc.
10. Consult with Echelon Two facilities and OSH personnel to determine if Major Claimant Actions will abate the hazard. Enter one Echelon Two person contacted in block 10.
11. Submit one or more digitized photographs (.jpg format preferred) with the request. The on line database has a facility for attaching digitized photographs as well as documents to the on line request.
12. Submit applications using ONLY the on line database. Instructions for using the database will be issued by NAVFACENGCOM via the major claimants. For additional information call your area HA program manager.